

memorandum

Postdoctoral Program
Science and Technology Base Programs

To/MS: Master Management

Thru/MS: J. Porter, STB-UC, MS M701

From/MS: Mary Anne With, STB-UC, MS M701

Phone/Fax: 5-5306/5-3199

Symbol: STB-UC:03-Call 2/04 Date: December 22, 2003

Call for Postdoctoral Packages

The Postdoctoral Program provides an opportunity for appointees to enhance the scientific and technical vitality of the Laboratory by sharing new ideas and approaches and by challenging colleagues to work at the cutting edge of science and technology. The Postdoctoral Program is also an excellent avenue for attracting highly qualified minority and female applicants. Laboratory staff/management are encouraged to actively recruit these candidates.

You are invited to sponsor a candidate for a Postdoctoral appointment. Please submit the required documentation outlined in Attachment A for review by your assigned Postdoctoral committee representative by <u>January 14, 2004</u>. Sponsors/PIs will find the Postdoctoral Program Rules and Guidelines located at http://int.lanl.gov/science/postdocs/. Packages will not be accepted without the assigned or an alternate committee member's signature <u>and</u> the required Division Director's signature. Complete packages are due to the **Postdoctoral Program Office**, **located at Canyon School**, by 5 p.m., <u>January 20, 2004</u>.

The Postdoctoral committee will review all sponsored Postdoctoral candidates being considered for a Director's Postdoctoral Fellow and Postdoctoral Research Associate appointment. The Postdoctoral Committee meeting schedule can be accessed at http://int.lanl.gov/science/postdocs/schedule.shtml. Candidates approved for a Postdoctoral Fellow appointment must accept or decline their formal offers by April 9, 2004. All approved Postdoctoral candidates from this meeting must report to work by November 2004.

It is the sponsor's/PI's responsibility to ensure that each package contains the appropriate information in the correct order and is submitted by the deadline. Late or incomplete packages will not be considered for a Postdoctoral Fellow appointment during this quarterly selection process, but the sponsor/PI has the option to submit the package by the deadlines for the next quarterly meeting in May 2004. Postdoctoral packages for programmatically funded Postdoctoral Research Associate positions may be submitted for review throughout the year, as well as at the quarterly meetings.

For inquiries regarding the Postdoctoral Program, please contact the Postdoctoral Program office at 5-5306. For specific questions regarding the on-line system, call Lennett Rendon at 7-1235. Questions regarding qualifications of candidates or exceptions should be addressed to the Postdoctoral Committee member representing your division, listed in Attachment B.

Attachments:

- A. Postdoctoral Package Requirements
- B. Postdoctoral Committee Members

Postdoctoral Package Requirements

The information contained in the postdoctoral package is personal information and must be treated in accordance with University of California legal requirements and applicable state and federal privacy laws.

The items below reference documents that are required for a complete Postdoctoral Package, and must be in the order listed. A number of the documents must be prepared and submitted on-line at http://montecarlo.lanl.gov. The items referenced with an * need to be completed on-line but not submitted as part of the hard copy Postdoctoral Package. Hard copies for most of the electronic documents must be downloaded, printed and compiled with the non-electronic documents (transcript, resume, etc) in the order indicated below, and then submitted to the Postdoctoral Program office for the application to be considered. Guidance for preparing an effective package and detailed instructions are available at the web site referenced above. Specific questions regarding the on-line submission system can be answered by calling Lennett Rendon at 7-1235.

<u>Getting Started:</u> To begin, log in at http://montecarlo.lanl.gov using your token card. Under "New Projects" on your left, click Post Doc. Enter your project title. IMPORTANT—the title should be about the project's science, NOT the post doc's name. Select your categories and hit Save. Proceed to fill out the following:

- 1. <u>Postdoctoral Candidate Summary Form</u> (all applicants) *completed on-line—hard copy needed*The Postdoctoral Candidate Summary Form highlights data on the candidate such as Laboratory sponsor/PI and sponsoring organization(s), schools attended and GPAs, proposed research subject, anticipated start date, etc.

 This can only be downloaded after completing all steps and submitting.
- Postdoctoral Candidate Nomination Memo (all applicants) uploaded on-line—hard copy needed--1 page only
 In memo form and uploaded as MS Word or Adobe PDF, this document provides an overview of the candidate,

highlighting important aspects of their qualifications, both academic and scientific.

- 3. <u>Candidate Research Proposal</u> (all candidates) *uploaded on line—hard copy needed--1 page only* Written by the Postdoctoral candidate and uploaded (by the sponsor/PI) in MS Word or Adobe PDF.
- 4. <u>Personal Demographic Data Form</u> (recommended but not required) *download and have candidate complete hard copy needed*

Even though this is a voluntary form, we strongly encourage the sponsor/PI to have their candidates complete it. It provides the opportunity to gather demographic data on the candidate.

<u>Safety & Security Questions Form</u> (all applicants) - <i>on-line only - NO hard copy</i> Completed by the sponsor/PI as part of the description of the project/work that the postdoc will do. This form will remain on the database.
Postdoctoral Fellowship Appointment Application (only required to be completed for candidates being considered for a Director's Postdoctoral Fellow appointment)— on-line only - NO hard copy. The LDRD program office funds all Director's Postdoctoral Fellow projects (known as the PRD component) and are subject to the same laws and DOE requirements as regular LDRD projects. This on line form is the same as the datasheet submission for an LDRD project and must be completed by the sponsor/PI. The information should
describe the project, <u>not</u> the candidate. The questions in this section are a Congressional requirement.

*Do not include a copy hard copy in the application package.

Postdoctoral Package Requirements

- 5. <u>Three external letters of recommendation</u> (all applicants) *hard copy only*For those candidates who have completed a significant amount of their doctoral research at the Laboratory, one additional letter from an internal staff member may be included.
- 6. Official undergraduate and graduate transcripts (all applicants) hard copies only
 Copies or faxed copies of the transcripts are acceptable. If degree has been completed, transcripts must reflect degree date.
- 7. Resume, including publications listing (all applicants) hard copies only

<u>Prior to making copies</u>, remove the completed Personal Demographic Data Form from the original package

Copies must be double-sided -Verify that all copies are complete and in proper order

After copying, return the completed personal demographic data form to the original package

Submit <u>original plus 7 double-sided copies</u> of the Postdoctoral Package to:

Postdoctoral Program Office Canyon School – Room 156 by 5:00 p.m., January 20, 2004

<u>Laboratory Postdoctoral Committee</u>

Committee Member	Organization	Representing Organizations	Phone	Email
Francis J. Alexander	CCS-3	CCS, CCN	5-4518	fja@lanl.gov
Scott Baldridge	EES-11	EES	7-4338	sbaldridge@lanl.gov
Mike Baskes	MST-8	MST-6, 7, 8	7-1238	baskes@lanl.gov
Anthony Belian	N-1	N	5-7239	abelian@lanl.gov
Dana Berkeland **	P-21	P-21, 23, 25	5-9148	djb@lanl.gov
Tony Burrell	C-SIC	C-INC, ACT, SIC	7-9342	burrell@lanl.gov
Harry A. Crissman	B-2	В	7-2791	hacrissman@lanl.gov
Bryan Henson	C-PCS	C-ADI, PCS, ACS, AAC	5-4837	henson@lanl.gov
Tom Intrator	P-24	P-22, 24	5-2927	intrator@lanl.gov
Quanxi Jia	MST-STC	MST-10, 11, MISL, NHMFL, STC	7-2716	qxjia@lanl.gov
Jaroslaw Majewski	LANSCE-12	LANSCE	7-8840	jarek@lanl.gov
Hanna Makaruk	RRES-CE	RRES	7-2771	hanna_m@lanl.gov
Michael Murillo	T-15	T-3, 6, 7, 13, 14, 15	7-6767	murillo@lanl.gov
Kim New	X-2	X	5-8534	knew@lanl.gov
Kim Rasmussen	T-11	T-1, 4, 8, 10,11,12,16, T-DOT, T- CNLS	5-3851	kor@lanl.gov
Paul Rightley	DX-3	DX	7-0460	pright@lanl.gov
Dane Spearing *	NMT-11	NMT	5-1465	dane@lanl.gov
Hoon Sohn	ESA-WR	ESA	3-5205	sohn@lanl.gov
David Suszcynsky	ISR-1	ISR	5-3119	dsuszcynsky@lanl.gov
David Zerkle	D-3	D	5-3582	dzerkle@lanl.gov

^{*} Committee Chair

^{**} Committee Vice Chair